

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**

**ANGMS 4313SE (C1)  
21 FEBRUARY 1995**

**INFORMATION SECURITY  
(Selfridge ANGB)**

1. **Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.
2. **Authority.** The AFI 31-series of Air Force (AF) and/or Air National Guard (ANG) directives contain US Air Force and Command policy and procedural guidance for the Information Security work center. This manpower standard was developed using the functional review process under procedures outlined in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.
3. **Applicability.** This standard only applies to Selfridge Air National Guard Base (SANGB), MI. This standard only applies to peacetime operations.
4. **Standard Data:**
  - a. Classification. Type III.
  - b. Approval Date. 3 Jan 94.
  - c. Man-Hour Data Source. Operational Audit (historical record and technical estimate technique).
  - \*d. Standard Man-Hour Equation.  $Y = 80.89 + .00853(X1)$
  - e. Workload Factor:
    - \*(1) Title. X1. Base Population.
    - (2) Definition. Total base population supported. Count active duty military, Reserve forces, Federal Civil Service (Title 5 and State employees only). Do not include National Guard, Air Reserve, Army Reserve, or Navy Reserve Technicians.
    - \*(3) Source. For ANG military strength use EUMD, 34 command file part B maintained by ANGRC/XPMRM; for ANG Title 5 civilians use UMD, 34 command file part A maintained by ANGRC/XPMRF; for tenant military, Federal Civil Service, and State employee strength contact the Selfridge ANGB Director of Support, and Director of Logistics/LGX offices.
5. **Application Instructions:**
  - a. The valid man-hour range for this ANGMS is 120.69 - 201.14. Extrapolation limits represent the upper and lower man-hour values that bind the applicability range. These limits represent the maximum amount the equation can be extended.
  - b. Determine the value for the WLF identified in paragraph 4d. Substitute the value into the man-hour equation for X.
  - c. Divide the computed allowed man-hours by the appropriate man-hour availability factor (MAF) to determine total requirements.
  - d. Refer to the appropriate column in the determinant manpower table at attachment 2 to determine the required specialties.
6. **Statement of Conditions.** There were no general conditions (environmental, equipment, or facility) which had an impact on the development or application of this manpower standard.

**DONALD W. SHEPPERD**  
Major General, USAF  
Director, Air National Guard

**OFFICIAL**

**Deborah Gilmore**  
Chief  
Administrative Services

- 2 Attachments**
1. Work Center Description
  2. Standard Manpower Table

**WORK CENTER DESCRIPTION****INFORMATION SECURITY  
(Selfridge ANGB)****DIRECT:****1. INFORMATION SECURITY:****1.1. SAFEGUARDS CLASSIFIED INFORMATION:**

**1.1.1. PERFORMS PROGRAM REVIEW.** Conducts annual program review of each unit and activity serviced to determine status of classification management, safeguarding classified information, security education, industrial security, and personnel security programs. Includes preparation, in-briefing, conducting review, out-briefing, documenting and distributing results, and travel to and from job site.

**1.1.2. PARTICIPATES IN SECURITY TEST AND EVALUATION.**

**1.1.3. MONITORS SECURITY INCIDENT.** Monitors preliminary inquiry or formal investigation, provides written review of security incident report, and sends report to required agencies.

**1.1.4. PREPARES PROGRAM DATA REPORT.** Disseminates higher headquarter's instructions, consolidates inputs, and prepares and submits final report.

**1.1.5. PROCESSES WAIVER REQUEST.** Ensures waiver request is complete and either locally disapproves or forwards favorable evaluation to higher headquarters.

**1.2. MANAGES SECURITY EDUCATION AND TRAINING:**

**1.2.1. MANAGES BASE SECURITY EDUCATION AND TRAINING PROGRAM.** Prepares education and training material, disseminates higher headquarter's guidance, provides program publicity relating to the Information Security Program, and coordinates with other security related OPRs.

**1.2.2. CONDUCTS SECURITY MANAGERS' MEETING.** Conducts quarterly security managers' meeting. Includes scheduling, preparing agenda, conducting meeting, transcribing meeting minutes, distributing minutes, and travel to and from job site.

**1.2.3. CONDUCTS INITIAL SECURITY MANAGER TRAINING.** Conducts initial training for personnel appointed as security manager. Includes preparation, conducting training, documenting and distributing results, and travel to and from job site.

**1.3. PROVIDES TECHNICAL GUIDANCE.** Provides requested technical guidance on any and all program matters.

**2. INDUSTRIAL SECURITY:**

**2.1. PREPARES CONTRACTOR VISITOR GROUP SECURITY SUPPORT AGREEMENT.** Prepares and coordinates security support agreement between U.S. Government and contractor management personnel.

**2.2. PERFORMS CLEARED FACILITY INDUSTRIAL SECURITY INSPECTION.** Performs inspection of each classified contract to determine effectiveness of contractor's security program. Includes scheduling preparation, in-briefing, conducting evaluation, out-briefing, documenting and distributing results, and travel to and from job site. Performs initial, recurring, closeout, follow-up, and unannounced inspection.

**2.3. PERFORMS VISITOR GROUP INDUSTRIAL SECURITY INSPECTION.** Performs inspection of each classified contract to determine effectiveness of contractor's security program. Includes scheduling, preparation, in-briefing, conducting evaluation, out-briefing, documenting and distributing results, and travel to and from job site. Performs initial, recurring, closeout, follow-up, and unannounced inspection.

**2.4. CONDUCTS FACILITY SECURITY CLEARANCE SURVEY.** Conducts survey and forwards results to cognizant security office. Forwards recommendation to cognizant security office when local finding indicates possible termination, revocation, or suspension of clearance is required.

**2.5. MONITORS CONTRACTOR SECURITY VIOLATION.** Provides written review of contractor security violation report, sends report to required agencies, and when required, conducts further investigation to resolve open issues.

**2.6. REVIEWS CONTRACT DOCUMENTATION.** Coordinates on security requirement relating to contractor performance. Includes Request for Bid, Request for Quote, Request for Proposal, Statement of Work, Technical Proposal, and contractor performance evaluation checklist. (NOTE: This is prior to the letting of the contract).

**2.7. COORDINATES ON CONTRACT SECURITY CLASSIFICATION SPECIFICATION.** Ensures guidance is accurate for classified contract performance and performs biennial review of each contract security classification specification.

**2.8. COORDINATES ON STANDARD PRACTICE PROCEDURE.** Reviews instruction and advises contractor, in writing, of change required for security directive compliance.

**2.9. PREPARES REPORT.** Prepares report and forwards to appropriate agency. Includes drafting, proofreading, editing, coordinating, and signing. Prepares report of espionage, sabotage, subversive activity, and adverse information.

**2.10. PROVIDES BRIEFING.** Provides access briefing to selected contractor personnel and provides defensive (foreign travel) security briefing for all cleared facility personnel.

**2.11. PROCESSES WAIVER REQUEST.** Ensures waiver request is complete and either locally disapproves or forwards favorable evaluation to higher headquarters.

**2.12. PROCESSES/MONITORS VISITOR REQUEST.** Processes and monitors request by contractor personnel to visit base facility.

**2.13. PROVIDES SECURITY EDUCATION AND TRAINING.** Provides security education and training to contractor employee.

**2.14. PROVIDES TECHNICAL GUIDANCE.** Provides requested technical guidance on program matter.

### **3. PERSONNEL SECURITY:**

**3.1. PROCESSES INVESTIGATION REQUEST.** Includes both initial request and periodic update.

**3.1.1. PERFORMS QUALITY CHECK ON INVESTIGATION REQUEST PACKAGE.** Determines if investigation is warranted and ensures member and unit generated form contains required information.

**3.1.2. CONDUCTS SECURITY POLICE RECORD CHECK.** Ensures no information exists to preclude processing request for investigation and forwards possible disqualifying information to unit or agency for further evaluation.

**3.1.3. SUBMITS INVESTIGATION REQUEST.** Prepares and forwards required form (including fingerprint card) to Defense Investigative Service or other investigative agency.

**3.1.4. PREPARES FINGERPRINT CARD.** Prepares fingerprint card for National Agency Check with written inquiry for newly hired civilian employee. Assists in fingerprinting personnel for other purposes, i.e., military doctor requiring state license and dependent requiring citizenship.

**3.1.5. ANSWERS QUESTION ON CLEARANCE MATTER:**

**3.1.5.1. SUBMITS TRACER ACTION.** Answers clearance question by submitting tracer action through appropriate channels.

**3.1.5.2. CONTACTS AIR FORCE SECURITY CLEARANCE OFFICE (AFSCO) BY TELEPHONE.** Answers clearance question by telephoning AFSCO and documents call.

**3.1.6. MONITORS INVESTIGATION PROGRESS:**

**3.1.6.1. MONITORS INVESTIGATION PROGRESS UNTIL COMPLETED OR CANCELLED.**

**3.1.6.2. REVIEWS AUTOMATED SECURITY CLEARANCE APPROVAL SYSTEM PRODUCTS AND RESOLVES DISCREPANCIES WITH REQUIRED AGENCIES.**

**3.2. PROCESSES LIMITED ACCESS AUTHORIZATION.** Ensures request for limited access is complete, forwards to approving authority, and monitors authorization to ensure it does not exceed imposed expiration date.

**3.3. PROCESSES SUITABILITY/DEROGATORY INFORMATION FILE.** Includes establishing, reviewing, updating, routing, notifying required agencies, forwarding to gaining installation or other activity, and destroying file.

**3.3.1. PROCESSES SPECIAL SECURITY FILE.**

**3.3.2. PROCESSES SUITABILITY DETERMINATION FILE.**

**3.4. PROCESSES WAIVER REQUEST.** Ensures waiver request is complete and either locally disapproves or forwards favorable evaluation to higher headquarters.

**3.5. PROVIDES TECHNICAL GUIDANCE.** Provides requested technical guidance on program matter.

**4. RESOURCE PROTECTION:**

**4.1. CONDUCTS SURVEY.** Conducts survey of each resource protection activity. Includes preparation, in-briefing, conducting survey, out-briefing, documenting and distributing results, and travel to and from job site.

**4.1.1. CONDUCTS INITIAL SURVEY.**

**4.1.2. CONDUCTS FOLLOW-UP (ANNUAL) SURVEY.**

**4.1.3. CONDUCTS SPECIAL SURVEY.**

**4.2. CONDUCTS ANTI-ROBBERY EXERCISE.** Conducts annual anti-robbery exercise for each alarmed activity. Includes preparation, conducting exercise, out-briefing, documenting and distributing results, and travel to and from job site.

**4.3. HOSTS RESOURCE PROTECTION EXECUTIVE COMMITTEE.** Includes scheduling, preparing agenda, attending meeting, transcribing meeting minutes, distributing minutes, and travel to and from job site.

**4.4. MANAGES BASE INTRUSION DETECTION SYSTEM (IDS):**

**4.4.1. DETERMINES NEED FOR IDS.** Includes preparation, conducting evaluation, out-briefing, documenting and distributing results, and travel to and from job site.

**4.4.2. DEVELOPS ACCESS CODE.** Develops, distributes, and maintains alarmed area access authorization code and completes AF Forms 1355, Alarmed Facilities Access Authorization, as required.

**4.5. COORDINATES CONSTRUCTION REQUIREMENT.** Participates in preconstruction conference or coordinates on work request when conference is not held. Includes all levels of preconstruction briefings and travel to and from job site.

**4.6. PUBLISHES OPLAN 125-37.** Prepares, coordinates, and publishes OPLAN 125-37.

**4.7. PREPARES EDUCATION MATERIAL.** Prepares and distributes general education material to resource protection managers, controlled area monitors, and munitions custodians.

**4.8. PROCESSES WAIVER REQUEST.** Ensures waiver request is complete and either locally disapproves or forwards favorable evaluation to higher headquarters.

**4.9. PROVIDES TECHNICAL GUIDANCE.** Provides technical guidance on program matter.

**5. CUSTOMS:**

**5.1. MONITORS BASE CUSTOMS PROGRAM:**

**5.1.1. RECEIVES AIRCRAFT FLIGHT INFORMATION.** Receives flight information from base flying units (includes tenants) on aircraft returning from overseas or Canada. Posts information on bulletin board.

**5.1.2. NOTIFIES CUSTOMS OF CANADIAN FLIGHT.**

**5.1.3. NOTIFIES DEPARTMENT OF AGRICULTURE OF OVERSEAS FLIGHT.**

**5.1.4. CONDUCTS CUSTOMS INSPECTION TRAINING.** Conducts Title 5 security police customs inspection training.

**6. COMPUTER SYSTEM:**

**6.1. INSTALLS SOFTWARE.**

**6.2. MODIFIES SOFTWARE.**

**6.3. TESTS NEW SOFTWARE AND HARDWARE.**

**6.4. TROUBLESHOOT PROBLEM.**

**6.5. DELETES OUTDATED FILE.**

**6.6. BACKS UP SYSTEM.**

**6.7. INPUTS DATA.**

**6.8. PERFORMS FILE AND DISK MAINTENANCE.**

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Information Security/FAC 4313SE			120.69 - 201.14								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Law Enforcement/Security	811X0	CIV	1	2							
TOTAL			1	2							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

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**CHANGE 1 TO ANGMS 4313SE  
21 FEBRUARY 1995**

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**ANGMS 4313SE, 13 May 1994, is changed as follows:**

**SUMMARY OF CHANGES**

Incorporates corrections to paragraph 4.

Page Insert Changes. New or revised material is indicated by an asterisk (\*).

Remove	Date	Insert
1, 2	13 May 94	1, 2

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